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ABSTRACT

The purpose of the media resources handbook is the identification and description of diversified instructional aids in the area of career education that are available to teachers through the career resource center at Fort Worth, Texas. Many of the resources are to be used directly in the occupations class in the middle school; however, the resources can be of assistance to teachers in lesson planning and individualizing instruction through student referrals to the career resource center. An annotated listing of over a hundred filmstrips and accompanying cassetts is included as well as listings of kits of occupational briefs, career games, compulearn system (electronic Programed learning), career folios, slides, books, and pamphlets. (EA)

ED 089080

MEDIA RESOURCES

CAREER EDUCATION

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FORT WORTH PUBLIC SCHOOLS

FORT WORTH, TEXAS

CE001 135

FOREWORD

Current emphasis on career education has prompted many producers of instructional materials to develop new, colorful and up-to-date aids in this important area of education. This handbook represents an effort by the career education staff to identify and secure a diversified group of the best of these materials.

Careful attention to the contents of this handbook by teachers will help them identify areas in their current lesson preparation where these instructional aids will be both interesting and effective in giving the course a career emphasis, and will encourage teachers to make special efforts to include the materials in future planning. Knowledge about the contents of this handbook will also assist teachers in individualizing instruction as they make appropriate referrals to the career resource center or lab.

TABLE OF CONTENTS

I.	Introduction	1
II.	Equipment	1
III.	Filmstrips and Accompanying Cassettes	1
IV.	Tapes	19
V.	Kits	20
VI.	Career Games	22
VII.	Compulearn System	22
VIII.	Career Folios	25
IX.	Slides	25
X.	Books	26
XI.	Pamphlets	29
XII.	U. S. Government Publications	33
XIII.	Miscellaneous Books and Pamphlets	33

I. INTRODUCTION

An essential phase of career education is becoming aware of the world of work and the opportunities, satisfactions, problems, frustrations, demands, and rewards found there. To assist students in this important phase of development many types of media were identified and purchased for use in a career resource center or lab. Many of these resources are used directly in the occupations class in the middle school. Even so, many pupils will not be exposed to this material unless the teacher plans to use it in the classroom and directs the students to the materials in the lab.

Students should not become saturated by viewing the same filmstrip and doing the same activities in every class. Their enthusiasm should not be dimmed by overexposure to the material. Instead, creative use of the resources by the teacher as an integral part of the course can help students desire to use more of the resources on their own.

Guidelines for use of the resource center are found in the teacher's handbook on career education. The guidelines are very brief and the procedures simple. Please go over these guidelines with the students.

II. EQUIPMENT

Equipment necessary to utilize the instructional materials of career education will be available for check out from the occupations teacher or counselor. This equipment will not be available for individual use of the students without supervision. Various pieces will be available to students in the career lab and library.

If the equipment will not operate or is damaged, please call it to the attention of the occupations teacher. The following will be available:

.... 1 Viewlex filmstrip projector (additional projectors should be available from the library)
.... 3 Viewlex Cassette Players
.... 1 Cassette tape recorder
.... 1 Listening Station with 8 headsets
.... 4 Graflex Auto-Vance II Study Mate sound filmstrip viewers. (Can serve groups of 4-5).
.... 1 Kodak Carousel Projector
.... 1 Tripod Screen
.... 1 Record Player

III. FILMSTRIPS AND ACCOMPANYING CASSETTES

These should help stimulate student reaction, provide essential information, expose students to various viewpoints, and help students

confront themselves. They constitute a career information bank, and will help students examine personal feelings about work, upgrade their ambitions and emphasize the importance of early preparation and planning for the world of work.

Letters after the code number indicate the number of filmstrips in each set. (*) denotes that the filmstrip is available in the middle school resource center only. (**) indicates that the filmstrip is available in the high school resource center only. Should a teacher desire to use one of the filmstrips, contact the career counselor and it can be secured from the appropriate resource center.

Filmstrips and cassettes from GUIDANCE ASSOCIATES:

F-001 (AB) FOUR WHO QUIT

Peter, a 20 year old truckman's helper, discusses his bleak future. Jimmy, a bright black youth, tells how reading weakness precludes advancement as a mechanic. Marjorie discusses unrealistic career hopes now fallen apart. Richard, a 28 year old salesman, explains how a belated diploma gave him a chance. A counselor uses statistics and common sense to show why businesses and the military services won't train dropouts; demonstrates the need to graduate from high school at whatever effort or sacrifice.

Part 1, 19 minutes; Part 2, 15 minutes
2 filmstrip, 2 cassettes, discussion guide.

F-002 (AB) DROPPING OUT: ROAD TO NOWHERE

Part 1 examines dropping out and the world of work today. Dropouts articulate the major reasons most young people quit school. Then they describe what they found on the outside: menial jobs, little advancement, job insecurity. Employers tell what the high school diploma means to them: reliability, maturity, basic intelligence, character, self-respect. Throughout, the program highlights statistics and examines reasons behind them.

Part 2 focuses on dropping out and the world of work tomorrow. Students see how automation is eliminating unskilled jobs and learn that the armed forces will not train non-graduates for career specialties. The program explains that from now on employers will demand diplomas as proof of ability to learn; an ability central to career patterns now developing. The program also probes the responsibility of future parents to provide basic cultural enrichment for their homes.

Part 1, 12 minutes; Part 2, 12 minutes
2 filmstrip, 2 cassettes, discussion guide

F-003 (ABCD) TROUBLE AT WORK

Explores typical on-the-job conflicts as crackling dialogue and on location photography portrays tension between the apprentice mechanic impatient with menial chores and the master mechanic who progresses slowly and expects others to do the same; the hospital worker with family problems and the supervisor who can't tolerate excessive absences; the mistake prone sales-girl and the supervisor whose manner discourages her from asking questions; the filling station attendant, content with low pay and easy work and his ambitious pal looking for a better life. Open-ended situations, the filmstrip and cassette and the guide encourage discussion.

Part 1, 8 minutes; Part 2, 5 minutes; Part 3, 6 minutes
Part 4, 5 minutes

4 filmstrip, 2 cassettes, discussion guide.

F-004 WHY WORK AT ALL?

Introduces three young people who discuss and debate their own feelings about job satisfaction, material rewards, and the relationship of work to personal growth and development. The emphasis is on each one's personal work experience. They probe the idea of work as a major outlet for psychological drives and consider the consequences of a job which frustrates rather than expresses these drives. They analyze qualities of self-discipline, patience, open-mindedness and enthusiasm as they relate to job satisfaction.

1 filmstrip, 1 cassette, discussion guide, 10 minutes

F-005 (ABCD) LIKING YOUR JOB AND YOUR LIFE

Students meet a black construction worker enthusiastic about outdoor work that demands highly specific skills; a female worker who enjoys intricate work and being able to give her family a better living standard; a dedicated Spanish-American community worker dealing with people, power and social change; a self-employed TV-radio repairman who sets his own hours, takes pride in his craftsmanship and independence.

Part 1, 9 minutes; Part 2, 7 minutes; Part 3, 8 minutes;
Part 4, 6 minutes

4 filmstrips, 2 cassettes, discussion guide

F-006 (AB) A JOB THAT GOES SOMEPLACE

Actively involves students in the pre-job and on-job decision-making processes. The dynamic format introduces several young people in actual job-finding and job-holding situations. Students gain better understanding of how pre-job planning and on-job attitudes can lead directly to advancement and satisfaction.

Part 1, 9 minutes: Part 2, 9 minutes

2 filmstrips, 2 cassettes, discussion guide

F-007 (AB) PREPARING FOR JOBS OF THE 70'S

Part 1 shows how trends in space exploration, computerization, population growth, undersea farming, the development of new products and services will affect tomorrow's job market. Your students see and hear tomorrow's jobs described by bright, enthusiastic young people who are already filling them. Part 2 continues to highlight the projected job picture with an examination of atomic technology, its many subfields and developing staff needs. Finally, students explore new opportunities in previously "traditional" areas: health and medicine, law, education, sales, building trades.

Part 1, 15 minutes; Part 2, 14 minutes

2 filmstrips, 2 cassettes, discussion guide

F-008 (AB) WHAT YOU SHOULD KNOW BEFORE YOU GO TO WORK

Part 1 explains ways students can begin narrowing down career choices, discusses positive work attitudes: willingness to continue learning, need to persevere. Case histories show how a young bookkeeper, a nurse and an assistant airplane mechanic built fine careers from bottom-of-the-ladder jobs. Part 2 gives practical advice on how to look for a job and how to handle the job interview; investigates several job "don'ts": taking extra time, failing to call in when absent, inability to get along with others, over-socializing.

Part 1, 14 minutes; Part 2, 15 minutes

2 filmstrips, 2 cassettes, discussion guide

F-009 (AB) PREPARING FOR THE WORLD OF WORK

Part 1 demonstrates to students the crucial necessity of choosing professions or vocations in line with their own aptitudes and interests. Program offers sensible advice

on evaluating one's capabilities and aptitudes, stresses the value of consulting guidance counselors and teachers. Part 2 investigates in clear, specific detail the five major areas of vocational education: home economics, trade and industry, agriculture, distribution, business and office. Student, teacher and employer interviews convince students of the availability and effectiveness of such training.

Part 1, 12 minutes; Part 2, 16 minutes

2 filmstrips, 2 cassettes, discussion guide

F-010 (AB) CHOOSING YOUR CAREER

Part 1 describes six general personality types: "social," "intellectual," "conventional," "enterprising," "realistic" and "artistic." Students see the broad career areas in which these characteristics are most successfully expressed. Part 2 helps students evaluate their own personalities in these terms, gain new perspective on their educational and career possibilities through new insight into their aptitudes and interests. Program features a narcotics detective, an optometrist, a biochemist and a beautician. Program is designed for use as an introduction to the major occupational files and kits now available.

Part 1, 11 minutes, Part 2, 16 minutes

2 filmstrips, 2 cassettes, discussion guide

F-011 (AB) GETTING AND KEEPING YOUR FIRST JOB

Part 1 shows students how to select opportunities and make appointments through classified sections, public and private job agencies; how best to prepare for and succeed in the job interview, take tests, fit into the new job as quickly and smoothly as possible. Part 2 suggests ways to gain and hold respect of fellow workers, accept constructive criticism from others, make just complaints effectively, present original ideas the right way to the right person, surmount routine job aspects, ask for an increase in wages and, most important, make the first job a learning experience which will benefit every job and career step that follows in the years ahead.

Part 1, 14 minutes, Part 2, 14 minutes

2 filmstrips, 2 cassettes, discussion guide

F-012 (AB) IF YOU'RE NOT GOING TO COLLEGE

Part 1 starts students thinking about realistic career possibilities: military, linguistic, fashion, performing arts,

landscaping, hotels and resorts, drafting, photography ; outlines first important stages of career planning: measuring one's own needs and aptitudes, relating them to careers, selecting the appropriate high school courses, mastering the job interview, adjusting to the first job. Part 2 emphasizes the importance of specialized non-college training; investigates various junior college and technical school programs; examines the growing impact of automation and resulting need for technically skilled personnel.

Part 1, 13 minutes, Part 2, 11 minutes

2 filmstrips, 2 cassettes, discussion guide

F-013 A NEW HORIZON - CAREERS IN SCHOOL FOOD SERVICE

A school food service director describes daily duties in dietetics and menu planning, staff management, purchasing and accounting, classroom teaching, controlling kitchen design, sanitation, use of new equipment, community work, cooperation with faculty and school nurse. They hear a dean, a freshman and a recent graduate describe courses work-study programs and career possibilities for men and women today and tomorrow.

1 filmstrip, 1 cassette, 14 minutes

F-014 (AB) AN OVERVIEW OF TECHNICAL EDUCATION

Part 1 describes the technical or "para-professional" job level, examines technicans' roles in engineering, food processing, food service, agricultural supply, farm marketing, industrial production and distribution, chemical, electrical and metallurgical research, civil service, health and medicine, data processing, accounting, advertising, child development; emphasizes the growing importance of technical work, relates technical training to the impact of automation, discusses chance for advancement from technical to professional responsibilities. Part 2 gives detailed information on vocational education programs which prepare students for technical jobs. Interviews underscore availability and advantages of technical careers for students of many backgrounds.

Part 1, 14 minutes; Part 2, 18 minutes

2 filmstrips, 2 cassettes

F-015 A NEW LOOK AT HOME ECONOMICS CAREERS

Program describes opportunities and nature of work in dietetics,

the Extension Service, institution management, welfare, home economics research, customer relations for public utilities, retailing, home economics teaching and communications fields from journalism to advertising. Working home economists discuss their own careers. Students see college training needed: types of courses required, extra-curricular activities and pre-professional organizations, early specialization programs for the home economics diploma. Program emphasizes the many openings available now and in the future, good salary, excellent advancement. Students also see the value of home economics training in raising their own families.

1 filmstrip, 1 cassette, 12 minutes

F-016 YOUR FUTURE IN ELEMENTARY EDUCATION

Program examines personal qualities which make good teachers and strongly emphasizes the intangible rewards of teaching. An undergraduate describes her liberal arts-based curriculum, courses in education and student teaching. Your group learns three basic principles of teaching: clarity, patience and responsibility. Students examine central objectives of Early Childhood Education, development of subject areas and learning skills. They see advantages and challenges of urban, inner-city, suburban and rural teaching. Program also examines improving salaries, tenure and other benefits, post-graduate work in key specialities, consultant work in many areas of elementary education.

1 filmstrip, 1 cassette, 15 minutes

F-017 CAREERS IN MATERIALS ENGINEERING: THE AEROSPACE AGE

The program begins by looking forward to the "Quasar Age" and the fantastic metals it may offer us. Then, students see the importance of metallurgy in present space projects. They explore metallurgy as related to consumer goods production, view patterns of international cooperation in metallurgy. Finally, students learn about careers now opening in the three main branches of metallurgy: Extraction, Research and Industrial.

1 filmstrip, 1 cassette, 15 minutes

F-018 (AB) YOUR JOB INTERVIEW

Part 1 shows students how to prepare for the successful interview: how to organize and write a resume , research the company, be ready to enlarge on resume information, respond to questions by emphasizing experience most relevant to each job situation. Part 2 examines how to dress for the

interview, how to control voice and manner, when to ask questions, how and when to discuss salary, working conditions. Stresses the dangers of faking, showing off, "selling yourself short." Personnel managers discuss common mistakes new job seekers make, point out interview behavior that impresses them best.

Part 1, 14 minutes; Part 2, 15 minutes

2 filmstrips, 2 cassettes, discussion guide

F-019 (AB) HIGH SCHOOL COURSE SELECTION AND YOUR CAREER

Program shows students how course selection helps them: 1. Prepare for future training and education. 2. Pinpoint their own aptitudes, interests, and abilities. Part 1 emphasizes the importance of English, math, science and history to personal career growth; discusses value and purposes of academic diploma, vocational and general diplomas. Part 2 relates elective courses to practical career plans: language courses, public speaking, mechanical drawing, home economics, cultural enrichment courses; highlights on-going value of extra-curricular activities: school newspaper, band, sports, career and service clubs. Program underscores the role of the guidance counselor in helping students choose courses wisely.

Part 1, 17 minutes; Part 2, 18 minutes

2 filmstrips, 2 cassettes, discussion guide

F-020 (AB) DEVELOPING YOUR STUDY SKILLS

This filmstrip details practical methods for home study, classroom learning and test-taking. Discusses simple homework aids: the right desk, chair, light and convenient bookshelf. Stresses the value of solitude, suggests ways to fight distraction and escapism, schedule time, memorize and review efficiently, establish study priorities. Next it focuses on vital classroom skills: listening well, asking questions, the proper way to take notes, ways to use notes. Finally, students receive pointers on test-taking: being physically fit, building the right attitude, reading directions, budgeting time for each part of the test. Program underscores the futility of cramming.

Part 1, 13 minutes; Part 2, 13 minutes

2 filmstrips, 2 cassettes, discussion guide

F-021 (AB) YOUR FIRST YEAR IN HIGH SCHOOL

Part 1 gives practical hints on settling quickly into the new routine, organizing time, developing study skills and habits; selecting and participating in extra-curricular activities; fending off false notions about dropping out. Program stresses the importance of confronting one's self as an individual with more responsibility and opportunity than ever before. Part 2 introduces a guidance counselor who helps students consider criteria for planning high school work, see the importance of past academic record, interests and aptitudes, educational and vocational aspirations in making choices. Students also see the value of part-time and volunteer work in preparing for the future.

Part 1, 12 minutes; Part 2, 13 minutes

2 filmstrips, 2 cassettes, discussion guide

F-022 (AB) YOUR FIRST WEEK ON THE JOB

Program is designed to reduce anxiety and bring increased confidence to young people's first experiences in the world of work. A clear, sympathetic, "common sense" approach helps students analyze key on-the-job problems: finding out "who's who" in a job situation, answering phones and taking messages, suitable dress, coping with difficult or distracting personalities, deciding on whether first-name or formal salutations are appropriate, arriving at a personal policy for the length of lunch hours and coffee breaks. Program invites student discussion of specific, open-ended situations.

2 filmstrips, 2 cassettes, discussion guide

F-023 (AB) JOBS AND GENDER

Program challenges stereotypes about "woman's work" and "man's work"; indicates today's trend is toward more realistic job classifications based on individual interest and ability. Part 1: Patricia, a carpenter, explains how she started in carpentry; describes her relationships with fellow workers; discusses her responsibilities as a mother and her feelings about carpentry as a field for women. Robert, a nurse, discusses his humanitarian motives for becoming a nurse; notes recent increases in number of male nurses; and talks about his clinical and administrative duties. Part 2: Eleanor, a newspaper reporter for a major metropolitan daily, discusses her start as a secretary, subsequent enrollment in a training program for reporters; explores the extent to which professional discrimination still exists and areas in which it's weakening.

George, studying to be an early childhood teacher, describes his motives and aspirations. Alan, a kindergarten teacher, discusses his decision to work with small children; describes his relationships with students and parents.

Part 1, 9 minutes; Part 2, 9 minutes

2 filmstrips, 2 cassettes, discussion guide

F-024 (AB)* BABY SITTING: THE JOB--THE KIDS

Program covers virtually everything young babysitters should know for a sound basic approach to their job. Experienced boy and girl sitters discuss getting work, handling fees, emergencies, having the right phone numbers handy, deciding when to call, feeding children, bedtime, strangers at the door, in case of fire, police situations, drawing the line at sitting for "extra" children, special "don'ts" like leaving children in bathroom alone. Parents explain what they want most from sitters: promptness, interest in children, accurate reporting, neatness, general thoughtfulness.

Part 1, 15 minutes; Part 2, 13 minutes

2 filmstrips, 2 cassettes, discussion guide

F-025 (AB)** JOBS FOR HIGH SCHOOL STUDENTS

Part 1 helps students explore their own reasons for wanting to work, helps them distinguish superficial job benefits such as pocket money from more important benefits such as experience. Shows how job objectives should affect job choices. Points out common experiences and abilities which are often positive job qualifications. Part 2 offers practical tips for locating job possibilities in the community. Discusses many jobs from babysitting and waiting on tables to construction, trade, industry, retail sales. Emphasizes practical ways to maximize experience in every job situation.

Part 1, 14 minutes; Part 2, 15 minutes

2 filmstrips, 2 cassettes, discussion guide

F-026** SHOULD YOU GO TO COLLEGE?

The program emphasizes the availability of college education to students with varying grades, career ambitions and financial resources. Students consider the wide range of state, church-related and liberal arts colleges, urban universities, technical institutes and community colleges. Two parallel case histories demonstrate how a college education may demand early

sacrifice but bring personal and financial rewards usually beyond the reach of those without college training. Program reviews tuition-free college education, loans, part-time employment which make financing possible.

1 filmstrip, 1 cassette, 15 minutes

F-027** CHOOSING A COLLEGE

Helps students plan a basic "countdown" for making initial college selections, investigating colleges and matching them to personal needs and interests. They recognize the danger of basing plans on those of friends or unwise parental pressure. Program discusses scholarships, explains who should seek out vigorous intellectual challenges, stresses the importance of considering departmental and faculty strength rather than "prestige" in evaluating colleges. Students review common points which may influence their decisions: college size, geographic location, urban, suburban or rural setting, coeducation, social structure, costs, athletics, other facilities.

1 filmstrip, 1 cassette, 11 minutes

F-028 (AB)** DIFFERENT WAYS TO GO TO COLLEGE

Sound filmstrip provides a lively overview of non-traditional college programs. Part 1 examines a wide range of independent study programs--from work-study courses to experimental college degrees based solely on individual research, experience or achievement. College students describe their own programs at Antioch, Friend's World College and in a "university without walls" program. Part 2 discusses new admissions policies designed to help more people enter college, the expanding role of two-year colleges and domestic exchange programs. Undergraduates describe their experiences in Rutgers' Traditional Year Program, New York Community College, and a domestic exchange program between Connecticut College and Williams. Program stresses that "It's a whole new college scene--flexible, changing, geared as never before to meet the needs of the individual."

Part 1, 11 minutes; Part 2, 9 minutes

2 filmstrips, 2 cassettes, discussion guide

F-029 (AB)** GETTING INTO COLLEGE IF YOU'RE AN AVERAGE STUDENT

Program shows average students the wide opportunities for college acceptance available to them. Part 1 points out factors colleges consider which aren't shown on academic

transcripts. Students examine motivational changes which cause "late bloomers" to flower in college. Part 2 surveys the more than 2,000 four-year colleges and other training programs available, "C" students get tips on finding the right college for them and using non-profit admissions centers. They see the value of honest self-evaluation and work with guidance personnel.

Part 1, 15 minutes, Part 2, 17 minutes

2 filmstrips, 2 cassettes, discussion guide

F-030 (AB)** I WISH I'D KNOWN THAT BEFORE I WENT TO COLLEGE

Confronts students with the realities of college life as opposed to common misconceptions; analyzes valid vs. invalid reasons for going to college. Students also see how to upgrade study skills when necessary; deal with teachers who vary in their methods of testing and grading criteria; identify and act upon causes of failure; take and use notes effectively.

Part 1, 13 minutes; Part 2, 15 minutes

2 filmstrips, 2 cassettes, discussion guide

F-031 (AB)** HOW TO SUCCEED IN HIGH SCHOOL...BY TRYING

Successful adjustment to high school calls first for an understanding of the ways in which the high school experience differs from earlier school experiences. Even more important, it calls for an attitudinal change on the part of the student to permit him to meet new challenges and handle increased personal responsibility. It emphasizes how to get the most out of the high school years, including teacher and counselor contact, studying, classroom participation, extra-curricular activities and developing friendships. Most important, material relates the importance of a high school education to future opportunity.

Part 1, 14 minutes; Part 2, 15 minutes

2 filmstrips, 2 cassettes, discussion guide

F-032 (AB)** HUNG UP ON HOMEWORK

Students, teachers and guidance counselors discuss the value of of homework, ways to do it more effectively and benefit more from assignments. Narrative and candid interviews first analyze key questions: What is homework's contribution to learning? What is the function of daily review? Is parental pressure harmful or counter-productive? How is homework

cheating harmful? What is a "reasonable" amount of homework? Then the program details practical ways to improve study habits for homework; shows how to form a plan of action, create proper study environment, review work, use study halls, learn from mistakes.

Part 1, 16 minutes; Part 2, 14 minutes

2 filmstrips, 2 cassettes, discussion guide

F-033 (AB)** JOB HUNTING: WHERE TO BEGIN

Program helps work-bound youngsters tackle the difficult task of organizing and conducting an effective job search. Part 1 supplies clear, common-sense tips on private and public employment agencies, fees, the meaning of "fee-paid" and "fee-returnable," whether to call or go in person; covers reading newspaper ads, locating training and/or apprenticeship programs, exploring Civil Service opportunities, finding help in community organizations, and getting the most from conversations with school guidance personnel. Program emphasizes the importance of assembling as many choices as possible and learning all one can about the job. Part 2 presents brief dramatizations of problems that most often arise; challenges students to discuss solutions; provides practical experience in strategy-planning and problem-solving.

2 filmstrips, 2 cassettes, discussion guide

Filmstrips from CORONET Instructional Materials:

Jobs in Health Service: This is a series of 8 filmstrips with cassettes. They were photographed on the job with a sound track in which each worker candidly talks about the nature of his work, its demands and rewards. Shows the technical skills and aptitudes required, responsibilities of each employee, and modern equipment used. Emphasizes the growing need in these occupational areas for alert young people who can learn through on-the-job training. A handbook detailing each job accompanies the series. Each filmstrip and cassette requires about 6 minutes plus discussion time.

This series can be especially useful in giving career emphasis in the science classes.

F-040 NURSE'S AIDE

F-041 MEDICAL LABORATORY ASSISTANT

F-042 OPTOMETRIC ASSISTANT

F-043 OPTICAL TECHNICIAN

F-044 DENTAL ASSISTANT

F-045 DENTAL LABORATORY TECHNICIAN

F-046 MEDICAL PHOTOGRAPHER

F-047 RADIOLOGY TECHNICIAN

Filmstrips from BOMAR RECORDS, INC.:

A DIRECTION FOR TOMORROW series to be used by teachers and individual students in classrooms or resource centers to provide depth, dimension, and purpose to occupational counseling programs. The series highlights occupations that can be learned through on-the-job training attainable without a college degree. Such careers offer reward, recognition, and respect. The thirty-five careers presented are based on research of labor trends, needs, and training requirements.

The programs cover seven important areas in modern industry: Health service, Building technology, Electronic manufacturing, Air transportation, Retailing, Banking and Finance, and Miscellaneous Summer Employment.

Each multi-media set contains an instructor's handbook with resource information; six full color sound filmstrips, and 3 cassettes. Consumable student Career Survey Sheets are available for each specific career shown on the filmstrip. (Number of frames shown after each title).

SET 1: COMPASSION FOR PEOPLE--describes occupational classifications in the health service field

F-050 COMPASSION FOR PEOPLE OVERVIEW (40)

F-051 REGISTERED PROFESSIONAL NURSE (33)

F-052 MENTAL HEALTH AID (31)

F-053 LICENSED PRACTICAL NURSE (30)

F-054 REGISTERED ORTHOTIST (29)

F-055 INHALATION THERAPY TECHNICIAN (32)

SET 2: THE NATION'S BUILDERS--shows craftsmen in the construction industry building the homes, schools, highways, and office buildings for a growing nation

F-056 THE NATION'S BUILDERS OVERVIEW (39)

F-057 HEAVY EQUIPMENT OPERATOR (33)

F-058 CARPENTER (38)

F-059 ELECTRICIAN (39)

F-060 CIVIL ENGINEERING TECHNICIAN (38)

F-061 ARCHITECTURAL DRAFTSMAN (37)

SET 3: THE AGE OF ELECTRONICS--describes electronic manufacturing and follows modern miracles of microminiature electronic circuits through manufacturing and production

F-062 THE AGE OF ELECTRONICS OVERVIEW (37)

F-063 ELECTRONIC TECHNICIAN (27)

F-064 ELECTRO MECHANICAL ASSEMBLER (31)

F-065 ENVIRONMENTAL TEST TECHNICIAN (37)

F-066 MACHINIST (30)

F-067 TECHNICAL WRITER (30)

SET 4: MAN HAS WINGS--this set describes exciting positions aloft and on the ground in the Civil Aviation Industry. Air transportation plays an increasingly important role in modern industry and career opportunities are many

F-068 MAN HAS WINGS OVERVIEW (35)

F-069 AIRCRAFT ENGINE MECHANIC (35)

F-070 PILOT FLIGHT INSTRUCTOR

F-071 AIR FRAME MECHANIC (29)

F-072 AIR TRAFFIC CONTROLLER (30)

F-073 PASSENGER SERVICE AGENT (30)

SET 5: CABBAGES TO KINGS AND VARIOUS THINGS--discusses rewarding careers available in the Retailing Industry. This is a vital link between the producer and the consumer

F-074 CABBAGES TO KINGS OVERVIEW (40)

F-075 RETAIL DEPARTMENT HEAD (30)

F-076 RETAIL SALES ASSOCIATE (31)

F-077 SPECIALTY RETAIL SALES (29)

F-078 RETAIL FOOD CLERK (26)

F-079 CREDIT COUNSELOR (27)

SET 6: THE MONEY TREE--presents Banking and Finance, the bedrock of a nation's economy, in terms of jobs available to today's youth

F-080 THE MONEY TREE OVERVIEW (37)

F-081 REAL ESTATE APPRAISER (31)

F-082 INVESTMENT ACCOUNT EXECUTIVES (33)

F-083 NEW ACCOUNT CLERK (25)

F-084 BANK TELLER (28)

F-085 DECODER OPERATOR (25)

SET 7: JOBS FOR THE NOW GENERATION--considers work-study opportunities and tells where to go, whom to see, what to say to get started in meaningful temporary work leading to permanent employment

F-086 JOBS FOR THE NOW GENERATION OVERVIEW (36)

F-087 EQUIPMENT RENTAL ASSISTANT (30)

F-088 FOOD SERVICE ASSISTANT (28)

F-089 PARK AND RECREATION ASSISTANT (29)

F-090 ELECTRIC ENGINEERING ASSISTANT (28)

F-091 REAL ESTATE MANAGEMENT TRAINEE (31)

Filmstrips from J. C. PENNEY COMPANY

The J. C. Penney Company has available many publications in consumer education, buying guides, child development and family life, housing and home furnishings, textiles and clothing, job opportunities, etc. If you need to borrow merchandise for lessons, arrange a tour of a store for a class project, or have other special request, it can probably be arranged with the store manager.

F-092 (Kit) AWARENESS: INSIGHT INTO PEOPLE

This unit has been designed to help a student improve his understanding of himself and other people. Example: What makes us able to understand some people and not others?

What is the image I project to other people? How does this image differ from my own "self-image?" How can our awareness be improved?"

The kit includes a teacher's guide Becoming Aware; a filmstrip and record on observation, stereotyping and empathy, case studies; and Being Aware--a game with chance cards to apply learning and expand understanding into how other people feel.

F-093 (ABC) (Kit) CAREER DECISIONS: FINDING, GETTING AND KEEPING A JOB

The world of work is a dynamic and exciting arena. Who we are, what we need, value and enjoy relates to what we choose to do. The intention of this unit is to make one aware of the many influences affecting job choice.

The kit includes:

- 3 filmstrips to explore occupational choice
- 1 folder of job descriptions and applications
- 1 folder of overhead transparencies illustrating job-related problems
- 1 comprehensive teacher's guide with background information

The following filmstrip is suggested as an additional aid for this material:

F-094 PREPARING FOR AN INTERVIEW

A 6 minute color filmstrip and record. It presents information on how to evaluate personal qualifications for a job, what types of questions might be asked in an interview, appropriate dress, etc.

F-095 A CAREER IN RETAIL BUYING

This 6 minute filmstrip and record describe what a retail store childrens' clothes buyer does on the job. It emphasizes the buyer's understanding of consumer needs and how he finds merchandise that offers consumer satisfaction.

F-096 A CAREER IN FASHION DISTRIBUTION

A 6 minute color filmstrip and record. It describes jobs available in this new field. The story of how fashion merchandise is distributed from a central office to many stores and how inventory is checked by computer reveals the job responsibilities in fashion distribution.

F-097 RETAILING SERVES THE CONSUMER

This 6 minute filmstrip and record was planned as an introduction to the series of leaflets "Job Opportunities in Retailing" available in the resource center in small quantities. They were planned to help young people see how the jobs they might hold in a retailing organization are an important part of a service in the community.

Filmstrips from SOCIETY FOR VISUAL EDUCATION, INC.

JOB OPPORTUNITIES NOW-GROUP 1 is a new full color series of 6 filmstrips and 3 cassettes that introduces students to the world of work. On-site photographs and recorded narration provide students with information relative to job opportunities in several fields and stress jobs which do not require a college degree. Special emphasis is placed on the necessity of skills, proper work attitudes and education. Teacher's guides.

F-098 REQUIREMENTS IN THE WORLD OF JOBS (14 minutes)

F-099 ACHIEVING SUCCESS IN THE WORLD OF JOBS (14 minutes)

F-100 JOB OPPORTUNITIES IN A RESTAURANT (14 minutes)

F-101 JOB OPPORTUNITIES IN A HOSPITAL (15 minutes)

F-102 JOB OPPORTUNITIES IN A DEPARTMENT STORE (14 minutes)

F-103 JOB OPPORTUNITIES IN A SUPERMARKET (15 minutes)

VOCATIONAL DECISIONS SERIES

F-104 AN INTRODUCTION TO VOCATION--a vocation is considered as a major avenue of expression of one's life. (18 minutes)

F-105 THE WORLD OF WORK--why man works, why choice is a personal matter, how to choose potential vocation. (18 minutes)

F-106 COUNSELING IN VOCATIONAL DECISIONS--value of outside assistance, respect of student's independence. (18 minutes)

FOUNDATIONS FOR OCCUPATIONAL PLANNING SERIES

NOTE: This set of filmstrips is a part of the SRA Widening Occupational Roles Kit.

F-107* WHO ARE YOU?--captioned (silent) filmstrip describes how the unique characteristics of each individual person contribute something valuable to society. (37 frames)

F-108* WHAT DO YOU LIKE TO DO?--shows how individual interests, hobbies have different meanings for different people, outlines value of diversity of interests. (35 frames)

F-109* WHAT IS A JOB?--shows values, characteristics and attitudes connected with different jobs. (41 frames)

F-110* WHAT ARE JOB FAMILIES?--shows how jobs are grouped according to interests and industry, training and aptitudes. (36 frames)

F-111* WHAT GOOD IS SCHOOL?--emphasizes the importance of doing well in school for success in later life. Stresses mathematics, science, social studies, and languages. (32 frames)

IV. TAPES

One complete set of cassette tapes on CHOOSING A PROFESSION was purchased for use by two schools. Therefore, all of these titles will not be available at any one resource center. Should you desire to use a tape that is not available, contact the career education counselor and it will be secured for you.

These recordings stimulate thinking about opportunities for life's work and encourages students to fully examine all professions before making their own choice. They urge the student to work closely with his guidance counselor in gaining a better understanding of himself and his abilities.

331.7T-201	LAWYER	213	BIOLOGIST
202	DOCTOR OF MEDICINE	214	HEALTH SCIENTIST
203	DENTIST	215	SALESMAN
204	TEACHER	216	ADVERTISING
205	PILOT	217	REPORTER
206	ENGINEER (CIVIL)	218	COMMERCIAL ARTIST
207	ENGINEER (MECHANICAL)	219	WRITER
208	ARCHITECT	220	LIBRARIAN
209	FARMER	221	MUSICIAN
210	PRODUCTION MANAGER	222	FASHION MODEL
211	COMPUTER OPERATOR	223	AIR LINE HOSTESS
212	ACCOUNTANT	224	SECRETARY

V. KITS

This category of materials consists of rather bulky collections of occupational briefs. They will be available to students in the resource centers and/or library.

MIDDLE SCHOOL KITS:

WIDENING OCCUPATIONAL ROLES KIT (WORK) Grades 6-9 SRA

This kit gives each student an opportunity to explore areas of career opportunity. It helps him to expand his knowledge of the working world, related jobs, and his own abilities and interests, and to learn more about the education he will need for various occupations. It may be used individually or in groups.

The kit consists of 400 Junior Occupational Briefs with job descriptions in fictional narrative "What it feels like to be..." form; these briefs are color coded to job families that work with ideas, people or animals, and things. There are 5 Junior Guidance Booklets for supplementary reading, a teacher's guide and 5 color captioned filmstrips.

SEMI-SKILLED CAREERS KIT (Entire kit may be borrowed for classroom use)

Contains 150 career briefs, summaries, and job guides on semi-and unskilled jobs. These briefs are usually on 6x9 inch cards and are organized for easy use by students.

SCIENCE (AND ENGINEERING) CAREERS KIT

This kit may be borrowed by the science or other teachers for classroom use. It contains over 120 career briefs on 6x9 inch card stock.

BUSINESS CAREERS KIT

Contains over 120 career briefs, summaries, and reprints offering opportunity and challenge in the business field.

INDUSTRIAL CAREERS KIT (SKILLED AND TECHNICAL)

Contains 150 career briefs and summaries on skilled and technical jobs. Can be used by teachers in the classrooms by borrowing from the library or resource center.

HEALTH CAREERS KIT

Contains 120 career briefs dealing with skilled, technical, professional, and semi-professional health careers.

HIGH SCHOOL KITS:

JOB EXPERIENCE KIT SRA

Simulates work experience in 20 representative occupations. Students solve problems typical of each occupation. This kit generates career exploration and exposes students to real job activities. May be used on individual or group basis. One should read the users guide to receive the full benefit of this program.

Jobs represented in this kit are: accountant, appliance serviceman, auto mechanic, beautician, carpenter, designer, draftsman, electronics technician, elementary school teacher, lawyer, librarian, medical technologist, motel manager, plumber, police officer, salesperson, secretary, truck driver, veterinarian, and X-ray technician.

Occupational tools are included where feasible and appropriate. Realistic problem-solving situations are presented.

OCCUPATIONAL EXPLORATION KIT SRA

A systematic, personalized approach to job investigation using a unique Occuscan coding device to aid students in identifying careers within parameters of their own interests, educational ambitions, numerical, and word ability. Once the jobs have been identified, the student will find up-to-date descriptions, including qualifications and training, earnings, and outlook from four hundred illustrated 4 page briefs.

The kit also contains seventeen 48 page Job Family Booklets for additional information. There are also eight new guidance series booklets covering the world of work, careers and college, how personality and interests relate to career choice, school subjects and college, part-time jobs, and job hunting.

CAREER DESK-TOP KIT

Contains 1,200 career summaries and briefs in a convenient, easy to use arrangement. The summaries are ideal thumb-nail sketches for pupils to use in reviewing a number of career opportunities and to broaden their career horizons.

CAREER EXPLORATORY KIT

Approximately 550 career items (summaries and briefs) similar to the materials above. This file is 6x9x9 inches making it practical for teachers to carry to the classroom for short term use.

VI. CAREER GAMES

MIDDLE SCHOOL ONLY:

CAREER GAMES LABORATORY

An educational guidance tool that launches the player on a career search of extensive exploration. The game incorporates the new ideas of involvement, decision making, and self-concept building. It is designed to be used as a self-contained, instructional unit in the classroom, or on an individual basis in the resource center.

The kit contains a counselor-teacher's guide, 398 cards with various information, score pad, 1 color filmstrip, and 1 cassette (15 minutes 38 seconds).

The Career Game is semi-programmed. It takes the individual on a search of career possibilities in an involving manner. The students' decisions are based upon sound career information and their own interests, aptitudes, values, and aspirations.

STEADY JOB GAME

A vocational orientation game for 2,3 or 4 players. Object of the game is to be the first person to get a steady job.

VII. COMPULEARN SYSTEM

The Compulearn System consists of the Compulearn Console and interchangeable program cards. It is a battery operated, electronic instrument which is simple to operate by persons in pre-school, but challenging enough for the post-graduate or adult.

To use the console a program card is selected and placed on the face of the box. The Question Probe is then inserted into a small hole corresponding to a question the person chooses to answer. The Answer Probe is inserted into the chosen answer outlet. If the selected answer is correct, the person is immediately reinforced by the Answer Light adjacent to his answer.

To discover the correct answer if the light does not appear, one can either probe with the pointer or push the Select Button for immediate reinforcement.

FOR MIDDLE SCHOOL:

PHASE 2: EXPLORE

Grades 6-7 will involve Personal Exploration of the student's

own characteristic interests and abilities. This personal profile will be used to identify careers corresponding to the student's own characteristics.

Specific Concept:

Because one's career choice vitally affects his future happiness, the selection must be based on the person's individual needs, talents, interests, aptitude and realistic understanding of himself.

Implementation Means:

30 personal exploration boards involve the student in experience-based, decision-making routine. The student may explore 75 personal characteristics relating to career choice. Example: "Do you enjoy working with your hands? When your class is assigned a project, do you like to work with a group, etc.?"

PHASE 3: EXPERIENCE

The career experience phase in grades 8-9 will provide realistic experiences in particular careers identified by the student during phase 2. Through the use of in-depth data sheets, the student will be questioned concerning his understanding of these careers and will be presented with additional information.

Specific Concept:

A person's career selection must be based on a realistic concept of all aspects of the career: working conditions, salary range, advancement opportunities, etc.

Implementation Means:

60 game boards and accompanying data sheets involve the student in decision-making experiences and situations requiring logical solutions. There are 2 data sheets per career. One data sheet will question the student's understanding of the career requirements. The second data sheet will be used to impart further knowledge about the career profile.

FOR HIGH SCHOOL:

PHASE 4: ELECT

The grade 10 election phase will involve the student in an overview of all identified careers corresponding to his interests and abilities. These careers will be presented through an advancement ladder, demonstrating the various educational requirements needed

to achieve each step of the ladder. This will include those careers available upon graduation from high school, as well as those requiring additional education. The student will be able to select a career which corresponds to his interests, abilities, career concepts, and educational capabilities.

Specific Concept:

In selecting a career comparable to his personal characteristics, the student must be aware of his own educational capabilities--financial means, years available for education, marriage and family plans, etc.

Implementation Means:

30 game program cards and accompanying data sheets. Student guide will further explain purpose of this phase and provide support to the student. A counselor's guide will provide suggestions for aiding the student.

PHASE 5: ESTABLISH

Grades 11-12 provides the student with viable means of establishing himself in his choice career. The student guide and program cards demonstrate the need for career flexibility and opportunities to achieve this aspect of career selection.

Specific Concepts:

A student should be given realistic opportunities for achieving his career goal--curriculum needs, available educational institutions, entry level skills, exposure to working situations, information about employee-employer relationship, etc.

One must be aware of the opportunities for advancement within his career, as well as the techniques needed to achieve career goals.

After initially selecting a career, the person must realize that this career need not be his ultimate goal. The career world is increasingly more specialized and career stability is no longer insured for a person's lifetime.

Implementation Means:

Sixty program cards designed as games, role-playing experiences, decision making situations, information disseminators, etc. Student and teacher's guides and data sheets.

VIII. CAREER FOLIOS

PEOPLE AND CHOICES is a series of Career Folios designed to serve the objectives of career education. Each Folio has as its focus the experiences of a real person. Around the life of this individual an attempt is made to show how knowledge, persistence, disappointment, education, personal values, and personal interests played parts in bringing the person to where he is today.

The PAC Folios attempt to give students a broad picture of the career opportunities open to them. The point is made throughout the series that people do not necessarily end up doing what they started out to do. In many cases the subjects of these biographies have recognized the need for further education only after becoming disappointed or bored by a job which demanded too little of them.

Each Folio is unique, as unique as the individual about whom it tells. They are easy to handle, yet quite different from the usual book or pamphlet. They are colorful, well illustrated, and written at a low reading level. They do not "talk down" to the students.

Each of the following sets contains 10 Folios. Each Folio has four distinct parts: a brief personal message, the biography, some suggested projects and activities, and a related vocabulary study.

SET 2 TEACHING--SOCIAL WORK--GOVERNMENT

SET 3 BUSINESS--FINANCE

SET 4 SCIENCE--TECHNOLOGY

SET 6 COMMUNICATION--TRANSPORTATION

SET 7 CREATIVE ARTS

IX. SLIDES

Slides from EASTMAN KODAK COMPANY:

S-001 PHOTOGRAPHY IS... (Set of 80 slides with tape)

These slides cover career opportunities in professional and commercial photography, finishing, studio management, teaching, sales and engineering. Educational requirements and advanced study opportunities are covered.

S-002 IDEAS WON'T KEEP (Set of 80 slides with tape)

These slides cover the roles of graphic arts in communications and show career opportunities in graphic arts sales, teaching, production, management and research.

S-003 WORLD WITHIN WORLDS (Set of 80 slides with tape)

These slides show roles of photography in communications, medicine, ecology, space exploration and undersea exploration. Career opportunities are discussed in each of these areas for technicians, engineers, physicists and others.

Slides from The BUREAU OF LABOR STATISTICS:

S-004 LOOKING AHEAD TO A CAREER (Set of 36 slides)

These slides from the Bureau of Labor Statistics describe tomorrow's world of work. They tell what changes are ahead, kinds of jobs that will be open in the next 10 years, and what industries will provide these openings.

X. BOOKS

The following books are to be found in the library at the middle school. Most will also be in the high school libraries. They will be available on the regular check-out basis.

Boyd, Waldo T.	Your Career in Aerospace Industry Your Career in Oceanology
Cohn, Angelo.	Careers With Foreign Languages
Darby, Patricia	Your Career in Physical Therapy
Ditzel, Paul.	Firefighting
Dodge, Bertha A.	Hands That Help: Careers for Medical Workers The Story of Nursing
Donohue, Jody.	Your Career in Public Relations
Dowdell, Dorothy.	Your Career in Horticultural Sciences Your Career in Teaching Your Career in the World of Travel
Doyle, Robert V.	Your Career in Interior Design
Engeman,	Airline Stewardesses; A Picture Story Doctor: His Training and Practice, A Picture Story Student Nurse: Her Life in Pictures
Gay, Kathlyn.	Careers in Social Service
Gordon, George.	Your Career in T.V. and Radio

Heal, Edith.	Beauty as a Career Fashion as a Career
Herbert, Fred.	Careers in Natural Resource Conservation
Johnson, George.	Your Career in Advertising
Kitay,	The Challenge of Medicine
Lattin, Gerald.	Careers in Hotels and Restaurants
Lee, Essie E.	Careers in the Health Field
Lee, Russell V.	The Physician
Liston, Robert	On the Job Training Your Career in Civil Service Your Career in Law Enforcement Your Career in Selling Your Career in Transportation
McCall, Virginia.	Your Career in Parks and Recreation
McCoy, J. J.	The World of the Veterinarian
McDonnell, Virginia.	Careers in Hotel Management
Neal, Harry.	Disease Detectives--Medical Research Engineers Unlimited, Engineering Your Career in Foreign Service
Oakes, Vanya.	Challenging Careers in the Library World
Sarnoff, Paul.	Careers in Biological Science Careers in the Legal Profession
Searight, Mary.	Your Career in Nursing
Seligsohn, I. J.	Your Career in Computer Programming
Spencer, Lita.	Exciting Careers for Home Economists
Stein, M. L.	Your Career in Journalism
Splaver, Sarah.	Your Career--If You're not Going to College

CAREERS IN DEPTH SERIES

Your Future in Accounting
Your Future in Agriculture
Your Future in Airline Stewardess
Your Future in Architecture
Your Future in Automotive Industry
Your Future in Banking
Your Future in the Beauty Business
Your Future in Chemical Engineering
Your Future in Civil Engineering
Your Future in Dental Hygienist
Your Future in Dietitian
Your Future in Direct Selling
Your Future in Electronic Engineering
Your Future in Elementary School Teaching
Your Future in Fashion Design
Your Future in the Fashion World
Your Future in Food Technology
Your Future in Hospital Administration
Your Future in Industrial Engineering
Your Future in Jobs Abroad
Your Future in Journalism
Your Future in Landscape Architecture
Your Future in Marketing
Your Future in Merchant Marine
Your Future in Meteorology
Your Future as a Minister
Your Future in Nursery Industry
Your Future in Occupational Therapy
Your Future in Optometry
Your Future in Own Business
Your Future in Pharmacy
Your Future in Photography
Your Future in Printing
Your Future in Radiologic Technology
Your Future in Real Estate
Your Future in Shorthand Reporter
Your Future in Temporary Office Worker
Your Future in Translating and Interpreting
Your Future in Beauty Culture
Your Future in Broadcasting
Your Future in a Changing World
Your Future in Dental Assisting
Your Future in Dentistry
Your Future in Electronic Computer Fields
Your Future in Forestry
Your Future in Home Economist
Your Future in Interior Design
Your Future in Medical Illustrating

Your Future in Medical Technology
Your Future in Modeling
Your Future in Optician
Your Future in Personnel Work
Your Future in Physician
Your Future in Railroading
Your Future in Retailing
Your Future in Secretary
Your Future in Technical and Scientific Writing
Your Future in Veterinary Medicine

AIM HIGH VOCATIONAL GUIDANCE SERIES

Aim High for a Career in Air Conditioning and Refrigeration
Air High for a Career in Appliance Service
Aim High for a Career in Automotive Service
Aim High for a Career in Bakery Industry
Aim High for a Career in Drafting
Aim High for a Career in Electronic Technician
Aim High for a Career in Graphic Design / Art
Aim High for a Career in Hospital
Aim High for a Career in Iron and Steel
Aim High for a Career in Pipe Trades
Aim High for a Career in Restaurant
Aim High for a Career in the Textile Industry
Aim High for a Career in Watchmaking
Aim High for a Career in Welding
Aim High for a Career in Building Trades
Aim High for a Career in Meat Industry
Aim High for a Career in Trucking
How the Teenager Can Get a Good Job
The Teenager and the Interview

XI. PAMPHLETS

McGRAW-HILL BOOK COMPANY

WHAT JOB FOR ME? Series: Each book in this series is written in a simple style with plenty of action and about people who think and do things that are true to life. It is written at a low grade level and provides answers to questions about jobs usually held by non-college educated people. The reader shares the ups and downs of the central characters in adjusting to the world of work and coping with disappointments. He learns the importance of building self-confidence, of establishing good work habits and interpersonal relationships, of developing healthy attitudes, and sticking with purposeful goals. Each short story gives a great deal of information about a particular job (middle school only).

1. Charley the TV Repairman
2. John the Second Best Cook in Town
3. Pete the Service Station Attendant
4. Nick the Waiter
5. Joe the Retail Salesman
6. Judy the Waitress
7. Frank the Vending Machine Repairman
8. Betty and Her Typewriter
9. Ginny the Office Assistant
10. Carmen the Beautician
11. Cool It, Man!
12. Phil the File Clerk
13. Tom the Merchant Seaman
14. Timo the Draftsman
15. Sandy the Lineman
16. Keep it Clean
17. Burt the Policeman
18. Ned the Taxicab Driver

WORLD OF WORK KIT: Readings in interpersonal relationships. Fifty illustrated fiction stories of four pages each acquainting the reader with job-worker situations which influence his success in obtaining, keeping, and advancing on the job. They are written with an adult perspective with low reading level to provide guidance for youth and adults, particularly the disadvantaged, in both in-school and out-of-school situations (middle school only).

AMERICAN GUIDANCE SERVICE, INC.

COPING WITH....Series: The 17 titles in this series are written about the problems, interests, and the things both large and small with which young people are most concerned. The authors attempt to share pertinent facts and ideas without moralizing. The books and their manuals can be used by teachers in small group sessions, and in classroom discussions, or independently by students.

The Coping With books deal with basic problems of growth and understanding, as well as the day-to-day management of school and home situations. The authors, C. Gilbert Wrenn and Shirley Schwarzrock, have deliberately avoided slanting the books toward the desired adult resolution of problems.

1. Facts and Fantasies about Drugs
2. Facts and Fantasies about Alcohol
3. Facts and Fantasies about Smoking
4. Some Common Crutches
5. The Mind Benders
6. Alcohol as a Crutch
7. Food as a Crutch

8. Can You Talk with Someone Else?
9. Easing the Scene
10. In Front of the Table and Behind It
11. To Like and Be Liked
12. Changing Roles of Men and Women, What It Means to You
13. Coping With Cliques
14. I'd Rather Do It Myself, If You Don't Mind
15. Living With Loneliness
16. Parents Can Be a Problem
17. Grades, What's So Important About Them, Anyway?

SCIENCE RESEARCH ASSOCIATES

JUNIOR GUIDANCE Series Booklets: Illustrated booklets providing educational, vocational, personal and social guidance for today's students. They are paperback and 40 pages long--for middle school.

1. About Tests
2. Exploring the World of Jobs
3. High School Ahead
4. How to Talk Better
5. The Job in Your Future
6. Make Your Study Hours Count
7. You Can Read Better
8. Your Abilities
9. About Brothers and Sisters
10. All About You
11. Getting Along with Parents
12. How to Get Along with Others
13. What You Should Know about Smoking and Drinking
14. You're Maturing Now
15. Your Problems

GUIDANCE Series Booklets: Popular educational, vocational, personal and social guidance booklets for high school students. Each 48-56 pages.

1. How to Take a Test
2. Improve Your Learning Ability
3. Making the Most of Your Intelligence
4. Streamline Your Reading
5. Study Your Way through School
6. You and Your Abilities
7. Baby-sitters' Handbook
8. College, Careers, and You
9. Discovering Your Real Interests
10. Do Your Dreams Match Your Talents?
11. Finding Part-time Jobs
12. How To Get the Job
13. Our World of Work

14. School Subjects and Jobs
15. Should You Go to College?
16. What Employers Want
17. Your Personality and Your Job
18. Becoming Men and Women
19. Building Your Philosophy of Life
20. Dating Tips for Teens
21. Enjoying Leisure Time
22. Exploring Your Personality
23. Facts about Alcohol
24. Facts about Juvenile Delinquency
25. Facts about Narcotics and Other Dangerous Drugs
26. Facts about Smoking and Health
27. Facts about Venereal Disease
28. Getting Along with Others
29. Girls and Their Futures
30. Growing Up Emotionally
31. Growing Up Socially
32. How to Increase Your Self-Confidence
33. How to Live with Parents
34. Looking Ahead to Marriage
35. Making and Keeping Friends
36. Understanding Love
37. Understanding Sexuality
38. Understanding the Other Sex
39. Understanding Yourself
40. What Is Honesty?
41. What Tests Can Tell You About You
42. Where Are Your Manners?
43. You and Your Health
44. Your Behavior Problems

JOB FAMILY Series Booklets: These booklets group jobs by common factors; such as, occupational considerations. Informative, easy-to-grasp description of work situations from interviews with workers and observation. Wide range of jobs covered at all educational levels. Booklets are 48 pages long.

1. Jobs In Science
2. Jobs In Mechanical Work
3. Jobs In Outdoor Work
4. Jobs In Technical Work
5. Jobs In Selling
6. Jobs In Clerical Work
7. Jobs In Engineering
8. Jobs In Mathematics
9. Jobs In Building Construction Trades
10. Jobs In Health
11. Jobs In Agriculture

12. Jobs In Art
13. Jobs In Publishing
14. Jobs In the Performing Arts
15. Jobs In Psychology
16. Jobs In Unusual Occupations
17. Jobs In Professional Home Economics
18. Jobs In Education
19. Jobs In Social Work
20. Jobs In Electronic Data Processing

XII. U. S. GOVERNMENT PUBLICATIONS

Job Guide For Young Workers (1971-1972 edition)
Occupational Outlook Handbook (1972 edition)
Handbook For Young Workers
Occupational Outlook Quarterly
Health Careers Guidebook
Dictionary of Occupational Titles, Volume 1
Dictionary of Occupational Titles, Volume 2
Dictionary of Occupational Titles, Volume 3
Complete Set of Outlook Reprints

XIII. MISCELLANEOUS BOOKS AND PAMPHLETS

The books listed below are to be found in the career resource center or lab. Many are paperback. The reading level of every student can be satisfied with some of these books. They will be available in both middle school and high school except where noted. Several of these books will be particularly useful to teachers.

Developing a Respect for Work
What To Do When
Now You're Talking (middle school only)
Social Adjustment Book (middle school only)
Good Work Habits (middle school only)
How To Be a Better Student
Discovering Yourself
My Educational Plans
Learn How To Study
Occupational Information: The Dynamics of its Nature and Use (high school only)
Exploring Children's Interests
Handbook of Job Facts
What To Do After High School
Where Do I Go From Here?
How To Get To College and Stay There (high school only)
Your College Degree: A Handbook (high school only)
How To Study (high school) SRA

The Job Ahead
Your Attitude Is Showing
Discovering Myself (high school only)
Planning My Future (high school only)
Toward Adult Living (high school only)
How To Study (high school only) AGS
Planned Group Guidance
You and Your Job
How To Find and Apply For a Job
How To Get the Right Job and Keep It